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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 24 April 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 17 - 23 April

1. Numbers in Clerical Induction Training. During the week of 17 April there were 32 people in Clerical Induction Training. At the same time last year there were 45.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 16 people for the week of 17 April. One year ago there were 19.

3. [] Joins Clerical Training Staff. On 20 April [] joined the staff of Clerical Training to assume the duties of secretary to the Chief, Clerical Training. Miss Murphy will fill the position which has been held by [] [] has accepted a position with the Registrar/OTR.

4. Staff Officer's Absence. [] is on annual leave from 23rd through 30th April.



OTR/CT:MJM:jdm

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